

Detailed Project Report

Diploma in Office Management

NSQF Level -4

For Academic Session 2023-24 & onwards

**Skill Department of Management Studies
(Skill Faculty of Management Studies & Research)**



**Shri Vishwakarma Skill University
Dudhola, Palwal-121102, Haryana**

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Introduction

The National Education Policy (NEP) 2020 (hereafter referred to as NEP or the policy) envisages a new and forward-looking vision for India's higher education system. It recognizes that higher education plays an extremely important role in promoting human as well as societal well-being and in developing India as envisioned in its Constitution - a democratic, just, socially conscious, cultured, and humane nation upholding liberty, equality, fraternity, and justice for all. The NEP 2020 notes that "higher education significantly contributes towards sustainable livelihoods and economic development of the nation" and "as India moves towards becoming a knowledge economy and society, more and more young Indians are likely to aspire for higher education."

The National Higher Education Qualifications Framework (NHEQF) envisages increased flexibility and choice of courses of study by students, particularly at the undergraduate level. A wide choice of subjects and courses, from year to year, will be the new distinguishing feature of undergraduate education. Students who wish to change one or more of the opted courses within the programme (s) of study that they are pursuing may do so at the beginning of each year, as long as they are able to demonstrate the required prerequisites and the capability to attain the defined learning outcomes after going through the chosen programme and course(s) of study.

Job Roles

Job Roles	Duration	Corresponding NSQF Level
Typist	1 Year	3
Computer Operator	2 Year	3.5
Office Secretary	3 Years	4

About the Programme

The Diploma in Office Management includes the management of all office work which includes planning, organising, leading and controlling. It enables students to be professionally trained in different aspects of day-to-day Office Management. They are prepared to move into such positions as Typist, Computer Operator, Office Co-Ordinator, Office Secretary etc.

This course provides its learners the opportunities to excel with the use of the latest technology such as computers, laptops, word processing, spreadsheet, payrolls and desk management for smooth functioning of official work. It empowers future manager with the necessary knowledge, skills, and attitudes to excel in the field and contribute to the success of any organization they serve.

Office managers tackle the necessary tasks to keep small and large businesses running. They're responsible for duties for managing an office that ranges from ensuring the office printer is working correctly to organizing a company's finances and administrative staff. Office managers develop numerous skills as an integral component of any successful business.

Office management oversees the administrative aspects of a business to improve the efficiency of office staff and general operations. At its core, office management is a form of leadership, as managers are expected to supervise an administrative team, orient them toward a common goal, and be equipped to handle challenges.

Programme Outcomes

This program focused on making life-long Learners with Spirit of Enquiry and to have Zeal & Enthusiasm to acquire New Knowledge, Traits and Skills so as to remain contemporary and possess required Attitudinal Skills needed to pursue successful and productive Careers as Managerial Professionals.

The Programme outcomes are as follows:

Students will be able to-

PO1: Understanding of office management, office operations, space management, workplace environment and functions of management.

PO2: Produce official documents containing graphics, layouts, styles and tables with relative speed and efficiency.

PO3: Ability to analyse individual needs and engage in updating in the context of technological changes.

PO4: Acquire proficiency in discharging secretarial jobs with industry interface and improve rapidly writing, reading and translation of scripts.

PO5: Learn best practices for streamlining office processes and workflow.

PO6: Formulate business problems and provide innovative solutions thus, molding them into future visionaries, management leaders & entrepreneurs with values.

Programme Specific Outcome

The Programme Specific Outcomes are as follows:

Students will be able to-

1. Learn to manage time effectively, prioritize tasks, and handle multiple responsibilities to ensure smooth workflow and meet deadlines in a dynamic office environment.
2. Develop effective communication skills, both written and verbal, to facilitate clear and professional correspondence within the office and with external stakeholders.
3. Understand the importance of maintaining confidentiality, ethics, and professionalism in office settings, and adhere to legal and ethical standards in handling sensitive information.
4. Enhance organizational and administrative skills, including record keeping, document management, and office supply management, to maintain an efficient and well-organized office.
5. Demonstrate proficiency in utilizing various office software applications and technology tools to enhance productivity and efficiency in the workplace.

Details:**Scheme of the Programme**

Semester 1: 20 Credits

Semester 2: 20 Credits

Semester 3: 20 Credits

Semester 4: 20 Credits

Semester 5: 20 Credits

Semester 6: 20 Credits

Details of Diploma in Office Management Programme

Skill Department of Management Studies(SFMSR)															
Diploma in Office Management Scheme															
Batch 2023-26															
First Semester(Total Credit-20)															
	Title	Subject Code	Th/P	Th	Tu	P	To	Th	Tu	P	To	Internal	External	Total	Credits
1	Fundamentals of Management & Organisational Behaviour	DOM01	Theory	3	1	0	4	45	15	-	60	30	70	100	4
2	Communication Techniques –I	DOM02	Theory	3	1	0	4	45	15	-	60	30	70	100	4
3	Office Operations –I	DOM03	Theory	3	0	1	4	45	-	30	75	30	70	100	4
4	Typing Skills- I	DOM04	Practical	0	0	4	4	-	-	120	120	70	30	100	4
5	Cultural Education	DOM05	Theory	2	0	0	2	30	-	-	30	30	70	100	2
6	Social Services	DVAC01	Practical	0	0	2	2	-	-	60	60	70	30	100	2
7	Science & Society	DVAC02													
Second Semester(Total Credit-20)															
	Title	Subject Code	Th/P	Th	Tu	P	To	Th	Tu	P	To	Internal	External	Total	Credits

1	Database Management System and Presentation Software	DOM06	Theory	3	0	1	4	45	0	30	75	30	70	100	4
2	Communication Techniques –II	DOM07	Theory	3	1	0	4	45	15	-	60	30	70	100	4
3	Office Operations –II	DOM08	Practical	0	0	4	4	-	-	120	120	70	30	100	4
4	Typing Skills- II	DOM09	Practical	0	0	4	4	-	-	120	120	70	30	100	4
5	Entrepreneurship Development	DOM10	Theory	2	0	0	2	30	-	-	30	30	70	100	2
6	Vedic Mathematics	DVAC03	Practical	0	0	2	2	-	-	60	60	70	30	100	2
7	Digital Literacy Skills	DVAC04													
Third Semester(Total Credit-20)															
	Title	Subject Code	Th/P	Th	Tu	P	To	Th	Tu	P	To	Internal	External	Total	Credits
1	Soft Skills	DOM11	Theory	2	1	0	3	30	15	0	45	70	30	100	3
2	Business Communication	DOM12	Theory	3	1	0	4	45	15	-	60	30	70	100	4
3	Management & Secretarial Practice	DOM13	Theory	3	1	0	4	45	15	-	60	30	70	100	4
4	Application of Computers Lab. – I	DOM14	Practical	0	0	4	4	-	-	120	120	70	30	100	4
5	Internship*	DOM15	Practical	0	0	3	3	0	0	90	90	70	30	100	3
6	Financial Literacy	DVAC05	Practical	0	0	2	2	-	-	60	60	70	30	100	2
7	Emotional Intelligence	DVAC06													
Fourth Semester(Total Credit-20)															
	Title	Subject Code	Th/P	Th	Tu	P	To	Th	Tu	P	To	Internal	External	Total	Credits
1	Fundamentals of Accounting-I	DOM16	Theory	3	1	0	4	45	15	-	60	30	70	100	4
2	Social Networking and Digital Marketing	DOM17	Theory	3	1	0	4	45	15	-	60	30	70	100	4
3	Office Operations Lab. – II	DOM18	Practical	0	0	4	4	-	-	120	120	70	30	100	4
4	Business Communication Lab	DOM19	Practical	0	0	4	4	-	-	120	120	70	30	100	4
5	Minor Project+B54	DOM20	Practical	0	0	2	2	-	-	60	60	70	30	100	2
6	Human Values & Professional Ethics	DVAC07	Theory	2	0	0	2	30	-	-	30	30	70	100	2
Fifth Semester(Total Credit-20)															
	Title	Subject Code	Th/P	Th	Tu	P	To	Th	Tu	P	To	Internal	External	Total	Credits
1	Fundamentals of Accounting-II	DOM21	Theory	3	1	0	4	45	15	-	60	30	70	100	4
2	Fundamental of Business Statistics	DOM22	Theory	3	1	0	4	45	15	-	60	30	70	100	4
3	e-Office Operations Lab.	DOM23	Practical	0	0	4	4	-	-	120	120	70	30	100	4
4	Spread Sheet Modelling	DOM24	Practical	0	0	4	4	-	-	120	120	70	30	100	4
5	Environmental Studies	DOM25	Theory	2	0	0	2	30	-	-	30	30	70	100	2
6	Constitutional Values and Fundamental Duties	DVAC08	Practical	0	0	2	2	-	-	60	60	70	30	100	2
7	Swatch Bharat	DVAC09													

Sixth Semester(Total Credit-20)															
	Title	Subject Code	Th/P	Th	Tu	P	To	Th	Tu	P	To	Internal	External	Total	
1	Career Preparation & Talent Management	DOM26	Theory	3	1	0	4	45	15	0	60	30	70	100	4
2	On Job Training/ Industry Project	DOM27	Practical	0	0	14	14	0	0	420	420	245	105	350	14
3	Human Resurce Management	DOM28	Theory	2	0	0	2	30	0	0	30	30	70	100	2

*The student need to undergo for internship duration for 45 days after the completion of second semester examinations. The student must complete their internship before the commencement of semester 3.

**Total Lecture Hours will be credit * 15 and the other component of the notional hours will beactivities as follows:

- Lab work/ practical/ innovation labs/ projects/ incubation labs
- Yearly and half-yearly examinations/ class tests/ quiz/ other assessments including formative assessments
- Value education classes, Career Counselling sessions
- Events/ Competitions
- Life skills-based education
- Social/ community work
- Vocational education/ training, skilling, minor/ major project work, assignments
- Field visits/ Projects/ Industry attachment by institutionsPrograms offered through blended / online / digital

learning

Faculty & Staff Requirement

Faculty: 2

Instructor: 1

Minimum Infrastructure Requirement

Following infrastructure is proposed to be required considering intake of 30 students:

Infrastructure Requirement

Year	Lecture Hall	Seminar Hall	Labs	Faculty/Instructor Room
1	1	-	1	2/1
2	2	1	1	2/1
3	3	1	1	2/1

Overall Infrastructure / Building Requirement

Overall Infrastructure

S NO.	Item	Requirement
1.	Class Rooms (Dice, Interactive Board, Notice Board)	03
2.	Seminar Room	01
3.	Departmental Library	01
4.	Labs for Practice	01
5.	Room's for Faculty	03
6.	Washrooms/Toilets	02

Lab Development Requirement

Lab Requirement

Year	Name of the proposed lab
1	Computer Lab

*As per syllabus approved

Career opportunity

Career Opportunities: As Executive Assistants, Secretaries, PA to Executives, Marketing Executives, Front Desk, Receptionists, Front Office Executive, Customer care Executives etc. After completing this course, the students are capable of taking up works related to Human Resource Management and Financial Management.

Role and responsibility of SVSU

- Design and develop the Course in line with industry
- Appoint a dedicated Program Coordinator to lead the Course from the Program faculty.
- Advertise and market the Course in order to attract the targeted segment of candidates to apply for the course as per the agreed upon guidelines.
- Conduct the admission process as follows:
 - Screen all the applicants and enroll the selected candidates as per batch size
 - Conduct interview of candidates
 - Maintain a database of all applicants and subsequently selected candidates.
- Train the enrolled candidates by planning, organizing and delivering class room training as follows:
 - Ensure that the training center has adequate seating capacity and infrastructure i.e. conducive for teaching.
 - Conduct the course in accordance with the curriculum following the defined timetable and session plan.
 - Ensure that such faculty conducting the course has a professional background to teach
 - Ensure to create job ready and fit for selection students through effective training and certification.
- Assess and provide Diploma/Degree to the students after completion of the program and successfully clearing the examination.

Role and responsibility of Students

- Would be required to undergo related instruction and curriculum under NSQF.
- Shall follow the rules of the university and disciplinary action will be taken for any gross misconduct/ violation of rule and shall be disqualified/ rusticated from the course.
- Have to adhere to the university's code of conduct for the classes & and; for work area of industry respectively.

Admission Process

Eligibility

The Skill Department of Management Studies will offer the following programme:

- Diploma (Office Management)

Program Duration- 3years (6 semesters)

The applicant who has passed 10th class OR Equivalent are eligible to undertake the program

Note: Candidate who is placed under compartment is not eligible for admission.

Seats details

Total Seats- 30

Seat reservations as per Haryana Govt. Reservation Policy

Mode Application: Online, Application Fee

Candidates need to apply for the course in online mode only. The online Application form for admission will be available on the University website: www.svsu.ac.in

Selection Process

Candidate needs to apply against the advertisement and meet minimum requirement as per the guidelines as mentioned on university website www.svsu.ac.in. The student needs to appear for Personal Interview. Merit List will be prepared based on performance in personal interview and qualifying exam. Counselling will be done based on the marks obtained in Merit List

Personal Interview:

The personal interview is essential component for admission to this programme for which a list of shortlisted candidates shall be prepared keeping in view the reservation policy and number of seats in each category. Five times of the number of seats in respective categories on the basis of marks obtained in Qualifying Exam shall be shortlisted for the Personal Interview. The list of shortlisted candidates shall be displayed on the Notice Board of the University and also on the website.

The Candidates must bring the relevant original documents and two sets of self-attested photocopies of documents/certificates/testimonials for verification at the time of Personal Interview

Merit list:

Benefit of reservation will be given to all the reserved categories in accordance with the reservation policy given in the Prospectus. Final merit list including weightages/ reservations

etc. will be displayed on the Notice Board of the skill department/ skill faculty concerned on the scheduled dates and will also be available on the website: www.svsu.ac.in. It shall be the sole responsibility of the candidate to remain in touch with the skill department/ skill faculty concerned to ascertain the progress of admissions. There will be no separate communication in this regard from the University.

Counselling:

1. Counselling for admission to the programme will be held in the respective skill department/ skill faculty of the University as per schedule mentioned on the University's website.
2. The candidates are required to present themselves at the Counselling venue according to the counselling date. They will be called in for counselling one by one on the basis of their rank/ merit order computed as per the admission criteria.

Note: In case two or more candidates have same rank/ merit order:

The admission will be made on the basis of

- (i) Marks obtained in the penultimate class (es)
 - (ii) Seniority in age.
3. The candidates will be required to submit all their original certificates/ documents/ testimonials along with Medical fitness certificate, Anti-Ragging certificates and affidavit for study gap, if any, as mentioned in the Prospectus before the Admission Committee for verification. They will also be required to bring two sets of self-attested copies of all such certificates/ documents/ testimonials. The Admission Committee will check the eligibility of the candidates. In case, the candidate is found ineligible his/ her candidature will be cancelled. Admission slip will be issued to those candidates who are found eligible by the Admission Committee.
 4. Candidates are required to bring all their original Certificates along with two sets of self-attested photocopies on the day of counselling.
 5. Under no circumstances the original certificates of the candidate shall be retained by any skill department/ skill faculty of the University.
 6. Candidates whose result of their qualifying examination is declared late (for Entrance Test only), can submit their Result Card/ DMCs on the day of first, and second counselling in the skill department/ skill faculty, subject to availability of vacant seats.

Fee structure:

- Admission Fee: Rs 500/- (one time)
- Security Fund: Rs 1000/- (refundable)
- Registration fee: Rs 360/-

Semester Fees

Item	Amount
Tuition fee	Rs 7000/-
Examination fee	Rs 2500/-
SAF	Rs 800/-
Development Fund	Rs 1500/-
Misc. funds	Rs 1200/-

Total fee per semester- Rs 13000*

***Assessment and Certification Fee- Rs 800 shall be paid by student per semester for each job role**

Hostel / Mess / Transportation Charges are as Applicable:

The hostel/mess/transportation may be provided to the students during the classroom training only as per availability and charges will be as per norms of the University.

Commencement of Program:

Orientation

There will be an orientation programme conducted for the students at the time of admission for 2 days which will highlight the programme details, terms and conditions of University.

Procedure and rules of SVSU and industry

There will be display of procedure and guidelines for the programme by SVSU and the norms that a student need to follow during the internship will be highlighted. The students will also be made aware about the assessment criteria for the academic as well as internship, projects etc.

Attendance and leave rule

1. A Student shall be required to attend a minimum of 75 % of the lectures delivered (In theory and practical's combined) and 90% during internship.
2. The attendance will be counted from the date of start of session, to the date prior end of the semester.
3. In case of late admission in the first semester, the attendance shall be counted from the date of actual admission of the candidate, by the competent authority.
4. The name of the student shall be struck off the rolls if he/ she remains absent for 4 consecutive working days, without leave.
5. The name of the student shall be struck off the rolls if he/ she remains absent for 4 working days in a month, without leave
6. A student whose name has been struck off from the roll of the Institution, may however be readmitted if the absence of the student was due to the circumstance beyond his/ her

control and his /her request considered and approved by the Dean / competent authority.

7. Any student who fails to appear or pass any particular exam and further thereafter remains absent from the University for a period exceeding one year from the date of re-opening of the institute following the exam in which the student had failed to appear or pass shall not be entitled to continue his/ her studies in the institute without prior, written permission of the competent authority.
8. The programme coordinator / Head may grant leave to the students in exceptional circumstances only to the extent of 10 days per semester, subject to the condition that the student completes the prescribed minimum attendance as per attendance rule and the leave must be got sanctioned before availing the same.

Assessment and Award:

The UGC has formulated various regulations and guidelines from time to time to improve the higher education system and maintain minimum standards and quality across the Higher Education Institutes (HEIs) in India. The academic reforms recommended by the UGC in the recent past have led to overall improvement in the higher education system. However, due to lot of diversity in the system of higher education, there are multiple approaches followed by universities towards examination, evaluation and grading system. While the HEIs must have the flexibility and freedom in designing the examination and evaluation methods that best fits the curriculum, syllabi and teaching-learning methods, there is a need to devise a sensible system for awarding the grades based on the performance of students. Presently the performance of the students is reported using the conventional system of marks secured in the examinations or grades or both. The conversion from marks to letter grades and the letter grades used vary widely across the HEIs in the country. This creates difficulty for the academia and the employers to understand and infer the performance of the students graduating from different universities and colleges based on grades.

The grading system is considered to be better than the conventional marks system and hence it has been followed in the top institutions in India and abroad. So, it is desirable to introduce uniform grading system. This will facilitate student mobility across institutions within and across countries and also enable potential employers to assess the performance of students. To bring in the desired uniformity, in grading system and method for computing the

cumulative grade point average (CGPA) based on the performance of students in the examinations, the UGC has formulated these guidelines and the same has been adopted by the University in terms of Assessment.

- Performance of students will be assessed based internal and external evaluation depending on course to course as per scheme.
- The examination will be done as per the Examination Ordinance of SVSU.

Theory/practical assessment by SVSU:

- There will be two components of examination: internal and external. Every course will have marks as per the scheme of the programme.
- In case of theory examinations, the 70% will be awarded on the basis of external examination and 30% will be awarded on the basis of continuous internal assessment.
- In case of practical the 30% will be awarded on the basis of external examination and 70% will be awarded on the basis of continuous internal assessment.

(a) Internal marks distribution for theory examination: -

Total Marks	Internal Marks 30%	Attendance (marks) 10%	Class Performance (Assignment classes) (marks)	Presentation (marks) 5%	Class test (marks) 10%
Out of 100	30	10	5	5	10
Out of 50	15	5	2.5	2.5	5

Internal marks distribution for practical examination: -

Allotted Total	Internal Marks (70%)	Attendance Marks (10%)	Class Performance Marks (20%)-	Presentation (Marks) 10%	Midterm viva (marks) 10%	File work (marks) 10%	Internal End Sem Viva (marks) 10%
Out of 100	70	10	20	10	10	10	10
Out of 50	35	5	10	5	5	5	5

7.2 Internship assessment:

In case of Internship there will be 70% internal assessment and 30 % external assessment as perscheme. The internal faculty guide will evaluate the project report for 70% marks on the basis of the assessment report provided by the organization where the Training has been completed and his/her own assessment about the work done by the student. The evaluation of remaining 30% marks will be made by external examiner who shall evaluate the report on the basis of presentation and assessment report by industry supervisor.

7.3 Grading system

Grade will be given as per UGC grading schemes as given in table

Grading Scheme

Marks	Grade	Grade Point	Category
90-100	O	10	Outstanding
$80 \leq \text{marks} < 90$	A+	9	Excellent
$70 \leq \text{marks} < 80$	A	8	Very good
$60 \leq \text{marks} < 70$	B+	7	Good
$50 \leq \text{marks} < 60$	B	6	Above Average
$45 \leq \text{marks} < 50$	C	5	Average
$40 \leq \text{marks} < 45$	P	4	Pass
<40	F	0	Fail
Absent	AB	0	Absent

UGBOS Members

A board of studies has been constituted for developing the scheme, curriculum of the course. There will be time to time meeting for any latest changes to be incorporated in the curriculum if required. The list of members are as follows:

S.no.	Name	Designation
1.	Prof. Jyoti Rana	Registrar, SVSU, Special Invitee
2.	Prof. R. S Rathore	Dean Academics, SVSU
3.	Prof. Priya Somaiya	Dean, SFMSR, SVSU
4.	Prof. Nirmal Singh	Controller of Examination
5.	Dr. Pinki	Skill Associate Professor (Coordinator)
6.	Dr Suparn Kumar Sharma	Dean, Faculty of Management, SMVDU
7.	Dr Anand Saxena	Associate Professor, DDUC, DU
8.	Prof. Anju Verma	GJU, Hissar
9.	Prof Avanish	MDI, Gurugram
10.	Mr. Ajay Kumar	HR, Head, Satya Micro Capital
11.	Ms Kalpana Taing	Deputy Vice President, HDFC Bank
12.	Dr. Meenakshi Agarwal	Member, IQAC
13.	Mr. Vineet suri	Director IIC
14.	Dr Savita Sharma	Skill Associate Professor
15.	Dr. Shruti	Skill Associate Professor
16.	Dr. Samarth Singh	Skill Associate Professor
17.	Dr. Dalip Raina	Skill Assistant Professor
18.	Dr. Vikash Mishra	Skill Assistant Professor
19.	Dr. Surabhi Goyal	Skill Assistant Professor
20.	Dr. Parul Bhatia	Skill Assistant Professor

**Diploma in Office Management
Syllabus (Semester 1 & 2)**

Semester-I

Fundamentals of Management & Organisational Behaviour

Subject Code: DOM01

Course Credit: 04 (3-1-0)

Max. Marks: 100(30I+70E)

Course Objectives: The purpose of this course is to provide fundamental knowledge and exposure to the concepts, theories and practices in the field of management. It aims to understand individual and group behaviour at work place.

Learning Outcomes :

LO No.	LO Statement
1	Provide the understanding about basic management functions.
2	Outline the notion of managerial skills.
3	Make different types of organisation structure
4	Understand organizational behaviour and motivation at work place.
5	Understand leadership quality and personality of individual.

Unit	Contents
Unit I LO 1	Concept, Nature, Process and Significance of management; Managerial levels, Skills, Functions and Roles.
Unit II LO 2	Management Vs. Administration; Management theories by - F. W. Taylor, Henry Fayol and Elton Mayo.
Unit III LO 3	Centralization – decentralization, Organization structures - Line & Staff – functions, Leading and Staffing; Controlling – Definition, Nature, Importance, Steps, Techniques.
Unit IV LO 4	Organisation Behaviour - Definition, Scope, Importance, Concepts of Organisation Behaviour; Motivation- Definition, Theories of motivation, Mc Gregor, A.H. Maslow, Herzberg.
Unit V LO 5	Definition, Importance, qualities of leaders, types of leaders – autocratic, democratic, free – rein; Personality- Attributes of personality, Types, Johari window.

Suggested Readings

1. Organizational Behaviour by Stephen Robbins, Timothy A. Judge, Pearson Publication.
2. Principles and Practices of Management by L.M. Prasad, Sultan Chand and Sons Publications.
3. Essential of management by Harold Koontz and Heinz Weitrich, McGraw-Hill Education (India) Pvt Limited.
4. Principles and Practices of Management by T. N. Chabra, Dhanpat Rai and Co.

Pedagogy:

Lecture, Discussion, Oral questions, Debate, Roleplay, Picture Making, Brainstorming, Mind Mapping, Management games, Group Discussion.

Web Links

1. Introduction to Fundamentals of Management Part 1 - YouTube

2. Introduction to Fundamentals of Management Part 2 - YouTube
3. Introduction to Fundamentals of Management Part 3 - YouTube

Communication Techniques-I

Subject Code: DOM02

Course Credit: 4(3-1-0)

Max. Marks: 100(30I+70E)

Objective: The general aim of a course in English language and communication is aimed at the three domains of learning: knowledge, skills and attitudes. In keeping up with this aim, it is attempted to develop all the four skills of language learning in the learner – listening, speaking, reading and writing and also to enable the students to use the grammar of the English language correctly.

Learning Outcomes:

LO No.	LO Statement
1	Comprehend basic sentences in English.
2	Construct grammatically correct sentences in English.
3	Use grammatically correct English sentences in everyday situations
4	Use varied English vocabulary in everyday situations confidently
5	Conduct themselves orally using simple English.

Unit	Contents
Unit I LO 1	Parts of Speech: Nouns, Pronouns, Verbs, Adverbs, Adjectives, Prepositions, Conjunctions, Interjections; Knowledge of Subject, Object and Compliment of the Verb; Tenses.
Unit II LO 2	Prepositions of time and place; Clause, phrases and Relative Clauses-Basic definitions of clauses and phrases; Focus on Relative Pronouns and their use in sentences as relative clauses.
Unit III LO 3	Subject Verb Agreement; Sentence types and Transformation of sentences, Degrees of Comparison; Voice-Change from Active Voice to Passive Voice and vice versa.
Unit IV LO 4	Punctuation; Change of one part of speech to the other: from Verbs to Nouns, Nouns to Verbs, Adjectives to Nouns, Nouns to Adjectives, Verbs to adverbs, and Adverbs to Verbs.
Unit V LO 5	Affixation-Prefixes and Suffixes and new word formations; Paragraph Writing-Descriptive Paragraph on various related topics; Synonyms and Antonyms.

Suggested Readings:

1. Essential English Grammar with Answers by Raymond Murphy (Cambridge University Press)
2. English for Polytechnics by Dr Paporri Rani Barooah (Eastern Book House Publishers)
3. English Grammar by Annie Brinda (Cambridge University Press)

Pedagogy:

Lecture, Discussion, Oral questions, Debate, Roleplay, Picture Making, Brainstorming, Mind Mapping, Management games, Group Discussion.

Web Links

1. Basic English Grammar: Parts of Speech – noun, verb, adjective, pronoun, adverb... - YouTube
2. Learn Tenses in English Grammar with Examples | Present Tenses, Past Tenses, Future Tenses - YouTube
3. Root Words (Prefix & Suffix) Vocabulary Tricks with Hindi meanings by Dharmendra Sir - YouTube

Office Operations –I

Subject Code: DOM03

Course Credit: 04 (3-0-1)

Max. Marks: 100 (30I+70E)

Objectives: The purpose of this course is to familiarize the students with the activities in a modern office. Smooth functioning of any organization depends upon the way various activities are organized, facilities provide to the staff working in the office, the working environment and the tools and equipments used in office.

Learning Outcome-After go through this course students are very much gain knowledge regarding office with front office management system.

LO No.	LO Statement
1	Expain the concepts and functions of Office.
2	Identify filing system.
3	Importance of e-mail writing.
4	Describe layout of forms.
5	Understand the functioning of office equipments.

Unit	Contents
Unit I LO 1	Office and Office Management: Meaning of office, Functions of office, importance of office, duties and responsibilities of the manager.
Unit II LO 2	Filing and Indexing: essentials of good filing, centralized vs. decentralized filing, system of classification, methods of filing and filing equipments.
Unit III LO 3	Mail and Mailing Procedures: meaning and importance of mail, time and date stamps, postal franking machine, addressing machine, mailing scales, mailing through post, courier, email, appending , inward and outward mail.
Unit IV LO 4	Forms: <i>Introduction, meaning, importance of forms, types of forms, factors affecting forms design.</i>
Unit V LO 5	Modern Office Equipment-Introduction, meaning and importance of office automation, Kind of office machine, Computers, Photocopiers, Fax, Telephone, Telephone Answering Machine, Dictating Machine, Audio Visual Aids.

Recommended Books:

1. Principles of Office Management-R.C.Bhatia
2. Text book of Office Management-Leffingwell and Robinson
3. Office Management & Control-Terry and R.George
4. Office Management and Commercial Correspondence-B.Duggal
5. Principles of Management—P. C. Tripathi& P. N. Reddy
6. Essentials of Management-An International Perspective—H. Koontz, Heinz Weihrich

Pedagogy:

Lecture, Discussion, Oral questions, Debate, Role play, Picture Making, Brainstorming, Mind Mapping, Management games, Group Discussion.

Web links

1. Office Management 1 chapter 1. functions of office - YouTube

2. Office Layout | Meaning Of Office Layout & Office Environment In Hindi And English - YouTube

Course Title – Typing Skills-1

Subject Code: DOM04
Course Credit: 4(0-0-4) Max.
Marks: 100(70I+30E)

Objective: The aim of the course is to provide knowledge of typewriting, explain various keys of typewriter and introductory knowledge on keyboard mastery.

Learning Outcome:

LO	LO Statement
1	Explain the functions of typewriting.
2	Describe the keyboard.
3	Identify various parts of a typewriter.
4	Mastery on keyboard.
5	Hands-on practice.

Unit	Contents
Unit I LO 1	Essential parts of a Typewriting and their use, System of Typing, Key Board Mastery, Use of different keys.
Unit II LO 2	Maintenance of a Typewriter including simple mechanism, Typing of Official letters, Commercial letters, D.O. Letters, Tabular Statement.
Unit III LO 3	Advertisement, Typing from badly written Manuscript, Paragraph writing, newspaper article writing
Unit IV LO 4	Manual & Electronic & Vernacular typewriting, Efficient use of fingers, Knowledge of Hindi and English typing.
Unit V LO 5	Practice with typing tutor.

Practical component (if any)
Practice on Computer keyboard.

Web links

1. Learn English Typing in 10 Days - (Day 1) | Free Typing Lessons | Touch Typing Course| Tech Avi - YouTube
2. Learn English Typing in 10 Days - (Day 2) | Free Typing Lessons | Touch Typing Course| Tech Avi - YouTube
3. Learn English Typing in 10 Days - (Day 3) | Free Typing Lessons | Touch Typing Course| Tech Avi - YouTube
4. Learn English Typing in 10 Days - (Day 4) | Free Typing Lessons | Touch Typing Course| Tech Avi - YouTube
5. Learn English Typing in 10 Days - (Day 5) | Free Typing Lessons | Touch Typing Course| Tech Avi - YouTube

Course Title: Cultural Education

Subject Code: DOM05
Course Credit: 02 (2-0-0)
 Max. Marks: 100 (30I+70E)

Objectives

The purpose of the course is to provide fundamental knowledge and exposure to the concepts, theories and practices in the field of cultural education.

Learning Outcomes

LO No.	LO Statement
1	Demonstrates an understanding of the concept of culture.
2	Identify and explain the influence of cultural in education.
3	Understand the culture specific activities
4	Recognize the bi-cultural identity and negotiation.
5	Understand Cultural stereotypes and its role at workplace

Units	Topics
I - Basics of Culture (LO1)	Meaning and types of culture, culture socialization, Relationship between Culture & Education, Concept of social change, Factors of social change.
II - Cultural Influence (LO2)	Cultural psychology, Cultural influence on learning development, Social practices, role of control agencies in the education system, Culture & Social Change.
III - Cultural Activities (LO3)	Culturally specific Classroom activities, Cultural resources & their organization in the community, Culture and the self: Implications for cognition, emotion, and motivation.
IV - Bi-cultural identity, negotiation and conflict (LO4)	Bi-cultural identity, identity negotiation theory (INT), negotiation and conflict in cultural education, intergroup-intercultural communication.
V – Cultural Stereotypes (LO5)	Cultural stereotypes and its role, Stereotypes and their effects at workplace, ideas, beliefs, or images in a culture,

Suggested Readings:

- Bruner (1996). The culture of education, Preface & Chapter 1: “Culture, mind, and education” (51 pages).
- Miller & Goodnow (1995). Cultural practices: Toward an integration of culture and development.
- Nasir & Hand (2006). Exploring sociocultural perspectives on race, culture, and learning. Review of educational research.
- Rogoff (2003). The cultural nature of human development, Chapter 1: “Orienting concepts and ways of understanding the cultural nature of human development”
- McKown & Weinstein (2003). The development and consequences of stereotype consciousness in middle childhood. Child Development.
- Bruner (1996). The culture of education, Chapter 3: “The complexity of educational aims”.

Pedagogy:

Lecture, Discussion, Oral questions, Debate, Role play, Picture Making, Brainstorming, Mind Mapping, Management games, Group Discussion.

Social Services

Course Credit: 2(0-0-2)
Max. Marks: 100(70I+30E)

Subject Code: DVAC01

Objective: This course provides an overview of social services, focusing on the principles, theories, and practices of supporting individuals, families, and communities in need.

Learning Outcomes:

LO No.	LO Statement
1	Understand basics of Social services
2	Analyze contemporary social issues and their impact on individuals and communities.
3	Describe the historical and theoretical foundations of social service
4	Understand the roles and functions of social service professionals
5	Recognize the challenges and limitations of social services

Unit	Contents
Unit I LO	Basics of Social Service, Rural Development Programmes, NGO's, Contribution of Youth
Unit II LO	Poverty and income inequality, Homelessness and housing insecurity, Child welfare and family services, Aging and elder care
Unit III LO	Introduction to Social Services: Definition, scope, and objectives of social services, Historical development of social services, Key theories and perspectives in social services
Unit IV LO	Roles and Responsibilities of Social Service Professionals: Case management and advocacy, Counseling and therapy, Community development and organizing
Unit V LO	Challenges and Future Directions in Social Services: Funding and resource limitations Legal and policy issues, Innovative approaches and emerging trends

Suggested Readings:

1. "Introduction to Social Work and Social Welfare: Empowering People" by Charles Zastrow and Karen Kirst-Ashman
2. "The Social Work Skills Workbook" by Barry R. Cournoyer
3. "Understanding Social Problems" by Linda A. Mooney, David Knox, and Caroline Schacht
4. "Social Work with Groups: Comprehensive Practice and Self-Care" by Charles D. Garvin, Lorraine M. Gutiérrez, and Maeda J. Galinsky
5. "Social Work Practice: A Generalist Approach" by Louise C. Johnson and Steven J. Schinke
6. "Policy Practice for Social Workers: New Strategies for a New Era" by Linda K. Cummins and Katharine V. Byers
7. "Direct Social Work Practice: Theory and Skills

Pedagogy:

Lecture, Discussion, Oral questions, Debate, Roleplay, Picture Making, Brainstorming, Mind Mapping, Management games, Group Discussion.

Science and Society

Course Credit: 2(0-0-2)
Subject Code: DVAC02
Max. Marks: 100(70I+30E)

Objective: The primary objective of this course is to instil in students an appreciation for science and a scientific outlook and temper.

Learning Outcome:

LO No.	LO Statement
1	Exposure to scientific methods
2	Exposure to scientific and technologies in modern times
3	Understand the complex and dynamic relationship between science and society.
4	Aware of the scientific rationale of technological developments
5	Recognize and navigate ethical dilemmas and controversies in science.

Unit	Contents
Unit I LO	Philosophy of science, the scientific method, importance of observation, questions and experimental design, rational thinking, myths vs. Facts.
Unit II LO	Science and Technology in Modern Times: Suggestive areas include: Public Health: Nutrition, Hygiene, Physical and Mental Health, Vaccines and Antibiotics, Antimicrobial resistance.
Unit III LO	Introduction to Science & Society: Defining science and society, Historical perspectives on the relationship between science and society, Key theoretical frameworks for studying science and society.
Unit IV LO	Science, Technology, and Society: Technological advancements and their societal impacts, The digital age: Big data, artificial intelligence, and privacy concerns, Ethical considerations in emerging technologies.
Unit V LO	Science and the Environment: Environmental science and sustainability, Science-based approaches to environmental conservation and policy-making, Public perception of environmental issues and scientific uncertainty.

Suggested Activities

- Observing and documenting flora and fauna of University campus/city.
- Visits to science laboratories in the College or neighbouring University/College.
- Visits to science museums, planetarium.
- Visits to biodiversity parks and nature walks.
- Participation in a citizen science project/initiative.
- Measuring the height of the college building using a stick.
- Measuring the curvature of earth, using distance and shadow length.
- Experiments on how migratory birds find their way. (Online)
- How can a mosquito sit on a water surface or a blade float on water?
- How does a submarine dip or rise in the ocean?
- How and why does the path of the sun in the sky change with the seasons?

Suggested Readings:

1. Basu and Khan (2001). Marching Ahead with Science. National Book Trust
2. Gopalakrishnan (2006). Inventors who Revolutionised our Lives. National Book Trust
3. Yash Pal and Rahul Pal (2013) Random Curiosity. National Book Trust
4. John Avery {2005). Science and Society, 2nd Edition, H.C. Orsted Institute, Copenhagen.
5. Dharampal (2000). Indian Science and Technology in the Eighteenth Century, OIP.

Pedagogy:

Lecture, Discussion, Oral questions, Debate, Roleplay, Picture Making, Brainstorming, Mind Mapping, Management games, Group Discussion.

Semester-2
Course Title- Database Management System
and Presentation Software

Course Credit: 04 (3-0-1)
Subject Code: DOM06
Max. Marks: 100(30I+70E)

Objective

The aim of the course is to enhance the skills for developing web database applications, learn storage and indexing of data, integrate knowledge to databases and examine database concepts.

Learning Outcomes:

LO	LO Statement
1	Understand and create a database.
2	Design database and normalize data.
3	Write queries in database.
4	Understand and create basic presentations.
5	Understand and create advanced presentation incorporating hyperlinks and animations.

Unit	Contents
I	Introduction to Database System: Basic concepts and definitions, Concept of files, record, data, information retrieval. Comparison between Conventional System and Database System.
II	Database Architecture: Introduction, Schemas, Three Level of Architecture, Mappings, Data Independence, data normalization.
III	Queries in MS-Access: Make Table query - Append Query - Update query - Cross tab query, Forms & Reports in Access: Designing forms - Using Queries in forms - Using Macros in forms - Generating report using forms.
IV	Presentation using different Fonts, Colors, Size and Layouts, inserting Pictures, Charts and Header & Footer, inserting Shapes, Smart Art and Clip Art and Changing the Design of the Slides.
V	Preparing Advanced Presentation by inserting Hyperlink, Media Clips (Movie and Audio Clips) and Creation of Animation, Making presentations using google slides, prezi, canva.

List of Practical:

1. Creating Tables
2. Data Definition Commands
3. Data Manipulation Commands
4. Data Query Commands
5. Joint Functions
6. Making presentations.

Books Recommended

Text Books

1. Introduction to Data Management Systems by Atul Kahate, Pearson Education Pub
2. Fundamentals of Database Systems by Elmasri/Navathe/Adison Wesley

Reference Books

1. An introduction to database systems by C.J.Date,Adison Wesley
2. Fundamentals of Database Management System by Dr.Renu vig and ekta Walia – an ISTE, lications.
3. Microsoft Access 2010 VBA Programming”, Inside Out - Andrew Couch Materials from times Pro.

Web Links

<https://www.youtube.com/watch?v=wez3fXrjBAE&list=PLmXKhU9FNesR1rSES7oLdJaNFgmuj0SYV>
<https://www.youtube.com/watch?v=BUE-XJEHp7g>
https://www.youtube.com/watch?v=_PZAqojDEIw
<https://www.youtube.com/watch?v=8PiD4awKjQw>
https://www.youtube.com/watch?v=XQ6ixJc8Q_Y
<https://www.swayamprabha.gov.in/index.php/program/archive/16>
<https://www.swayamprabha.gov.in/index.php/program/archive/5>
<http://cec.nic.in/E-Content/Pages/default.aspx>

Communication Techniques-II

Course Credit: 4(3-1-0)

Subject Code: DOM07

Max. Marks: 100(30I+70E)

Objective: To develop all the four skills of language learning in the learner – listening, speaking, reading and writing and also to enable the students to use the grammar of the English language Correctly.

Learning Outcome:

LO No.	LO Statement
1	Comprehend meaning of a passage in English.
2	Develop job application and resume.
3	Prepare report.
4	Face an interview with confidence and fluency and a positive attitude.
5	Understand the differences between general English and official English.

Unit	Contents
Unit I LO 1	Letter Writing- Formal letter formats, greetings, salutation, body of the letter, Order letter, Complaint letter, Letter of Adjustment, Quotation letter, Letter to the Editor, Application for leave of absence.
Unit II LO 2	Job Application and Cover Letter, Resume, Curriculum Vitae, bio data, Differences between Resume, CV, Bio-data, and choice of referees.
Unit III LO 3	Paragraph Writing, Report writing and its types, Summary writing, Reading Comprehension.
Unit IV LO 4	Facing an interview and dress code- How to approach, what to speak, how to speak in an interview and answer, the business etiquettes to maintain, body language, negative body language, handling an awkward situation in an interview, the perfect handshake.
Unit V LO 5	British English and American English- Difference between American and British English words – vocabulary and spelling

Suggested Readings:

1. Student's handbook of Written English and Phonetics by Dr Papor Rani Barooah (Eastern Book House Publishers)
2. Strengthening your writing -V.R. Nayaranswami (Orient Longman)

Pedagogy:

Lecture, Discussion, Oral questions, Debate, Role play, Picture Making, Brainstorming, Mind Mapping, Management games, Group Discussion.

Weblinks

1. How to write letters | Formal letter | Informal letter - YouTube
2. How to Write a Resume | For Freshers & Experienced People (Step-by-Step Tutorial) - YouTube
3. HOW TO BE CONFIDENT IN A JOB INTERVIEW! (11 Tips For Overcoming Interview Nerves!) - YouTube

Office Operations -II

Subject Code: DOM08

Course Credit: 04 (0-0-4)

Max. Marks: 100 (70I+30E)

Course Objective: The aim of the course is to make student acquainted regarding preparation of a business and official letter, preparation of table and modifying records.

Learning Outcomes:

LO No.	LO Statement
1	Prepare a document using word processing.
2	Understand to create a table for storing tabular data
3	Prepare a presentation for a seminar or workshop
4	Design a desk top publishing page which contains text, chart and graphics
5	Know to generate report in English and Hindi.

Unit	Contents
Unit I LO 1	Word Processing: Open and Create a document, Editing Text, Formatting Text, Formatting Table, Insert: Header, Footer, Bookmark, Hyperlink, Picture, File, Table, Mail Merge and Printing Document, Design: Marksheet, Invitation Card, google doc.
Unit II LO 2	Electronic Spreadsheet: Introduction, Open and Create a Worksheet, Insert Formula and Function, Chart, Data Entry Form, Design: a Salary Bill, an Invoice, Profit -Loss Chart, Progress Report Chart, Google sheet, form.
Unit III LO 3	Introduction to Presentation, Insert: Slide, Picture, Chart, Movie, Sound file, Hyperlink, Page -number, Date and Time, Slide Master, Slide Show, Custom Animation, Slide Transition, Rehearsal Timing, Design: Prepare a Presentation, google slides.
Unit IV LO 4	Desk Top Publishing: Pagemaker, Open and Create a Page, Master Page, Editing and Formatting Text, Tab setting, Page Setting, Column Setting, Insert Text & Graphics, Handling Table, Draw Simple Graphics.
Unit V LO 5	Bilingual Software: Type in English and Hindi Fonts, Create a Magazine Page, Create a Logo, Create an Invitation Card in Local Language, Google calender.

List of Practical

1. Word processing using MS Word / *Open office - Write
2. Electronic Spreadsheet using MS-Excel /*Open office-Calc
3. Computerized presentation using Power point /*Open office-Impress
4. CorelDraw / *Draw
5. PageMaker / *Math

Recommended Books:

1. Office 2013 Simple Steps – Dream Tech Press.
2. Office 2010 Simple Steps – Dream Tech Press.
3. Microsoft Office 2000 for windows - by S. Sagman - Pearson Education.
4. Dynamic Memory Advanced DTP Course – by Davinder Sing Minhas – Diamond Book.

Course Title – Typing Skills-II

Course Credit: 4(0-0-4)

Max. Marks:100(70I+30E)

Subject Code: DOM09

Objective: The aim of the course is to provide knowledge of typewriting, explain various keys of typewriter and introductory knowledge on keyboard mastery.

Learning Outcome:

LO	LO Statement
1	Explain the functions of typewriting.
2	Typing of documents.
3	Create documents with figures and symbols.
4	Mastery on keyboard.
5	Hands-on practice.

Unit	Contents
Unit I LO 1	Graded Speed Building including typing different types of Government and Commercial letters.
Unit II LO 2	Sentence writing, Typing of different passages, letters, notice, articles etc. Speed practice.
Unit III LO 3	Learn to control and manipulate all aspects of the keyboard, including letters, figures, symbols, and all special manipulative parts, create tabular statements. Speed Practice.
Unit IV LO 4	Typing of Tender Notice, Typing of Memorandum. Recognition of errors, and their prevention. Speed Practice.
Unit V LO 5	Typing tutor speed practice.

Practical component (if any)

Practice on Computer keyboard.

Weblinks

1. Learn English Typing in 10 Days - (Day 6) | Free Typing Lessons | Touch Typing Course| Tech Avi - YouTube
2. Learn English Typing in 10 Days - (Day 7) | Free Typing Lessons | Touch Typing Course| Tech Avi - YouTube
3. Learn English Typing in 10 Days - (Day 8) | Free Typing Lessons | Touch Typing Course| Tech Avi - YouTube
4. Learn English Typing in 10 Days - (Day 9) | Free Typing Lessons | Touch Typing Course| Tech Avi - YouTube
5. Learn English Typing in 10 Days - (Day 10) | Free Typing Lessons | Touch Typing Course| Tech Avi - YouTube

Course Title-Entrepreneurship Development

Course Credit: 02 (2-0-0)

Subject Code: DOM10

Max. Marks: 100(30I+70E)

Objective

The objective of this course is to expose the learner to the fields of entrepreneurship development. Focus will be to train the students to develop new projects and encouraging them to start their own ventures.

Learning Outcome

LO	Statement
1	Understand the importance of entrepreneurship.
2	Outline the skills that are required to be needed to start new ventures.
3	Demonstrate leadership skills and effective resource management techniques.
4	Enhanced decision making by critical and creative thinking.
5	Understand the concept of funding.

Unit	Content
I LO1	Introduction: Entrepreneurial Mindset, Characteristic of an Entrepreneur, Types of Entrepreneurial organizations, Creativity & Innovation: Marketing; Conception & Ideation: Business Plan and its elements, Identify Your Customer: Customer segmentation.
II LO2	Effective Ways to Build Entrepreneurial Skills, 4 Ps of Entrepreneurship, Importance of Business Networking and its advantages, Competition Analysis, Risks – Identification and Mitigation, Porters competition strategies.
III LO3	Leadership and Team Spirit, Importance of Embracing diversity, Roles of Entrepreneurs in society, Selfless Entrepreneurship.
IV LO4	Adapt to Change, Problem Solving: Applying critical thinking; Critical Thinking: Importance and benefits; Decision making: Effective decision-making process.
V LO5	Concept of Funding, Business Loans for startups and MSMEs by Indian Government , Legal Issues Intellectual Property Rights, patents, trademarks, copyrights, trade secrets, licensing, franchising

Books Recommended

Text Books

1. Arora M., Natarajan K. and Gordan E., Entrepreneurship Development, 1st ed; Himalaya Publishing House Pvt Ltd, (Lt. Ed)

Case Study:

Success and Failure Stories of Famous Entrepreneurs – Steve Jobs Success Story, Mumbai Dabbawala delivery success Story.

Reference Books

1. Hisrich, Robert D., Michael Peters and Dean Shepherd, Entrepreneurship, Tata McGraw Hill, New Delhi. (Lt. Ed)
2. Barringer, Brace R., and R. Duane Ireland, Entrepreneurship, Pearson Prentice Hall, New Jersey (USA). (Lt. Ed)
3. Lall, Madhurima, and Shikha Sahai, Entrepreneurship, Excel Books, New Delhi
4. Charantimath, Poornima, Entrepreneurship Development and Small Business Enterprises, Pearson Education, New Delhi. (Lt. Ed)
5. Forbat John, “Entrepreneurship”, New Age International, (Lt. Ed)
6. Havinal, Veerbhadrappa, “Management and Entrepreneurship”, New Age International Publishers, (Lt. Ed).
7. John S.M., rural women Entrepreneurship, 6th ed; Discovery Publishing House, (Lt. Ed)
8. Janakiram B., Management & Entrepreneurship, Excel Books India, (Lt. Ed)

9. Prahlad, CK., Fortune at the Bottom of the Pyramid: Eradicating Poverty Through Profits, 1st Edition; Dorling Kindersley Ltd, (Lt. Ed)

Web Links

1. https://www.tutorialspoint.com/entrepreneurship_development/entrepreneurship_development_tutorial.pdf
2. <https://www.bing.com/videos/search?q=entrepreneurship+development+videos&qpvt=entrepreneurship+development+videos&view=detail&mid=2F136B2E6941D1F8DB4E2F136B2E6941D1F8DB4E&&FORM=VRDGAR>
3. <https://www.bing.com/videos/search?q=entrepreneurship+development+videos&qpvt=entrepreneurship+development+videos&view=detail&mid=01D578B93003F888E6DF01D578B93003F888E6DF&&FORM=VRDGAR>
4. <https://www.bing.com/videos/search?q=entrepreneurship+development+videos&qpvt=entrepreneurship+development+videos&view=detail&mid=2E714CA0963D221569E52E714CA0963D221569E5&&FORM=VRDGAR>
5. <https://www.bing.com/videos/search?q=entrepreneurship+development+videos&qpvt=entrepreneurship+development+videos&view=detail&mid=D72A5948DCB34F0684C0D72A5948DCB34F0684C0&&FORM=VRDGAR>

Course Title - Vedic Mathematics

Course Credit: 2(0-0-2)

Subject Code: DVAC03

Max. Marks: 100(70I+30E)

Objective: This course will introduce students to the principles and history of Vedic Mathematics. This will develop mental calculation skills, speed, and accuracy among students. It will further enhance problem-solving abilities and critical thinking skills.

Learning Outcome:

LO	LO Statement
1	Foster love for mathematics and remove its fear through Vedic Mathematics.
2	Enhance computation skills in students through Vedic Mathematics.
3	Develop logical and analytical thinking.
4	Promote joyful learning of mathematics.
5	Discuss the rich heritage of mathematical temper of Ancient India.

Course Content:

Unit	Contents
Unit I LO 1	High Speed Addition and Subtraction; History of Vedic Maths and its Features; formulae: Sutras and Upsutras; Addition in Vedic Maths: Without carrying, Dot Method; Subtraction in Vedic Maths: Nikhila Navatashcaramam Dashatah; Fraction -Addition and Subtraction.
Unit II LO 2	Miracle Multiplication and Excellent Division; Multiplication in Vedic Maths: Base Method (any two numbers upto three digits); Multiplication by Urdhva Tiryak Sutra; Miracle multiplication: Any three-digit number by series of 1's and 9's; Division by Urdhva Tiryak Sutra (Vinculum method).
Unit III LO 3	Lightening Squares and Rapid Cubes; Squares of any two-digit numbers: Base method; Square of numbers ending in 5: Ekadhikena Purvena Sutra; Easy square roots: Dwandwa Yoga (duplex) Sutra; Square root of 2: Baudhayana Shulbasutra; Cubing: Yavadunam Sutra.
Unit IV LO 4	Enlighten Algebra and Geometry; Factoring Quadratic equation: Anurupyena, Adyamadyenantyamanty Sutra; Concept of Baudhayana (Pythagoras) Theorem.
Unit V LO 5	Circling a square: Baudhayana Shulbasutra; Concept of pi: Baudhayana Shulbasutra; Concept angle (8) 0o, 300, 450, 600 and 900: Baudhayana number.

Books Recommended

1. The Essential of Vedic Mathematics, Rajesh Kumar Thakur, Rupa Publications, New Delhi 2019.
2. Vedic Mathematics Made Easy, Dahaval Bathia, Jaico Publishing, New Delhi 2011
3. Vedic Mathematics: Sixteen Simple Mathematical formulae from the Vedas, Jagadguru Swami Sri Bharati Krishna Trithaji, Motilal Banarasidas, New Delhi 2015.
4. Learn Vedic Speed Mathematics Systematically, Chaitnaya A. Patil 2018.
5. A Modern Introduction to Ancient Indian Mathematics, T S Bhanumurthy, Wiley Eastern Limited, New Delhi.
6. Enjoy Vedic Mathematics, S M Chauthaiwale, R Kollaru, The Art of Living, Bangalore.
7. Magical World of Mathematics, VG Unkalkar, Vandana publishers, Bangalore.

Pedagogy:

Lecture, Discussion, Oral questions, Debate, Role play, Picture Making, Brainstorming, Mind Mapping, Management games, Group Discussion.

Digital Literacy Skills

Subject Code: DVAC04

Course Credit: 2(0-0-2)
Max. Marks: 100(70I+30E)

Objective: The aim of the course is to Understand the digital world and need for digital empowerment

Learning Outcome:

LO No.	LO Statement
1	Use ICT and digital services in daily life.
2	Develop skills to communicate and collaborate in cyberspace using social platforms, teaching/learning tools.
3	Understand the significance of security and privacy in the digital world.
4	Create awareness about Digital India.
5	Evaluate ethical issues in the cyber world

Unit	Contents
Unit I LO	Public utility portals of Govt. of India such as RTI, Health, Finance, Income Tax filing, Education
Unit II LO	Electronic Communication: electronic mail, biogs, social media, Collaborative Digital platforms, Tools/platforms for online learning, Collaboration using file sharing, messaging, video conferencing
Unit III LO	Online security and privacy, Threats in the digital world: Data breach and Cyber Attacks, Blockchain Technology, Security Initiatives by the Govt of India
Unit IV LO	Vision of Digital India: DigiLocker, E-Hospitals, e-Pathshala, BHIM, e-Kranti (Electronic Delivery of Services), e-Health Campaigns
Unit V LO	Netiquettes, Ethics in digital communication, Ethics in Cyberspace

Suggested Activities

1. Conduct workshops one-services initiated under Digital India.
2. Spread digital literacy/awareness amongst the vulnerable groups and marginalised sections of the society like street vendors, domestic help, security guards, senior citizens.
3. Students will take up team activities/ projects exploring digital services in the areas such as education, health, planning, farming, security, cyber security, financial inclusion, and justice, e-Kranti.
4. Any other Practical/Practice as decided from time to time.

Suggested Readings:

1. Rodney Jones and Christoph Hafner. "Understanding digital literacies: A practical
2. Introduction". Routledge Books, 2nd edition, 2021.
3. David Sutton. "Cyber security: A practitioner's guide", BCS Learning Development Limited, UK, 2017.

<https://www.digitalindia.gov.in>

<https://www.digilocker.gov.in>

<https://www.cybercrime.gov.in>

<https://www.cybersafeindia.in>

<https://www.meity.gov.in/cyber-sukshmat-program>

<https://www.mha.gov.in/document/downloads/cyber-safety-handbook>

Pedagogy:

Lecture, Discussion, Oral questions, Debate, Roleplay, Picture Making, Brainstorming, Mind Mapping, Management games, Group Discussion.